

# Professional Intern Application



Haleakalā National Park

Mahalo for applying for the Intern program at Haleakalā National Park. Positions are available for post-secondary students who have completed at least their sophomore year of course work. It is open to any student working towards their Bachelors degree. First preference is given to Hawai'i residents or Hawai'i High School graduates. **Applications are accepted year-round with a deadline of March 15 for summer positions.** Please completely fill out this application and return to the address on the reverse side.

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ HIGH SCHOOL \_\_\_\_\_

COLLEGE/UNIVERSITY \_\_\_\_\_ YEAR COMPLETED \_\_\_\_\_

MAJOR \_\_\_\_\_ MINOR \_\_\_\_\_

Please enclose a copy of your current transcript.

Please list in order (1-3) your preference of intern positions that you would like to be considered for. Please note—some positions may not be offered every year. For detailed information and position requirements, please visit our website at [http://www.nps.gov/hale/pages/tier\\_two/volunteer.htm](http://www.nps.gov/hale/pages/tier_two/volunteer.htm)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Are you willing and able to:

- |  |           |          |
|--|-----------|----------|
| • Lift, carry and pack up to 35 pounds?                        | Yes _____ | No _____ |
| • Work on projects that require attention to detail?           | Yes _____ | No _____ |
| • Work on projects that are physically demanding?              | Yes _____ | No _____ |
| • Work outdoors in inclement weather?                          | Yes _____ | No _____ |
| • Work in areas with steep cliffs and near vertical drop-offs  | Yes _____ | No _____ |
| • Use safety equipment correctly and work safely with tools?   | Yes _____ | No _____ |
| • I would like to be considered for non-paid positions as well | Yes _____ | No _____ |
| • I am available to work full-time for 12-16 weeks             | Yes _____ | No _____ |
| • I am available to work part-time for 12-16 weeks             | Yes _____ | No _____ |
| • I have reliable transportation to get to the park            | Yes _____ | No _____ |
| • I have reliable transportation to get to a car pool location | Yes _____ | No _____ |
| • I enjoy working with visitors of diverse ethnic backgrounds  | Yes _____ | No _____ |

I am available for the following time period \_\_\_\_\_ to \_\_\_\_\_ (mm/dd/yy)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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1. Do you have any work experience (either paid or unpaid) related to the internship you are applying to? Briefly describe your experience:

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2. Do you have any physical/medical condition or limitation that may affect your ability to do this type of work? If yes, what can be done to work with those limitations? Yes\_\_\_\_\_ No \_\_\_\_\_

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3. What is your greatest accomplishment so far? Why is this important to you?

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4. Tell us why we should select you to participate in the Intern program?

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5. Why do you want to participate in this program and what are your expectations and goals you would like to achieve.

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6. Do you have any career goals in mind? If so, how would this intern position benefit you?

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7. Using the attached recommendation form, please enclose three recommendations for you. At least one recommendation should be from a current or recent instructor.

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Applications must be mailed to the address below.  
Youth & Volunteer Program Manager  
Haleakalā National Park  
POB 369  
Makawao, HI 96768

Applicant's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

### RECOMMENDATION FOR PROFESSIONAL INTERN PROGRAM

The applicant is applying for an Intern position at Haleakalā National Park. This 12-16-week volunteer program provides an opportunity for college students to experience first-hand careers in conservation. A variety of internships are available and applicants will be matched with one that interests them and be provided cross-training in other disciplines within the park to obtain a well-rounded understanding of the National Park Service. Some participants will do **hard physical labor** and may be exposed to insects, adverse weather, and difficult working conditions.

College students who have completed their sophomore year are eligible to apply. Each Intern position has some educational requirements. We do look for interns that have excellent communication skills, can work as a team member and follow through with commitment. For more information on the Intern positions, you may check our website at [http://www.nps.gov/hale/pages/tier\\_two/volunteer.htm](http://www.nps.gov/hale/pages/tier_two/volunteer.htm)

Please complete the following and enclose it in a sealed envelope and return it to the applicant for inclusion into his/her application packet. If you wish, you may also attach a letter of recommendation typed on your school or professional letterhead.

**IMPORTANT:** Applicant must receive this recommendation and have their application post-marked by March 15 to be considered for summer positions. Applications are accepted year-round for other positions.

Your Name: \_\_\_\_\_

Your Employer: \_\_\_\_\_

Your Position: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Best time to reach you by phone: \_\_\_\_\_

How long have you know the applicant? \_\_\_\_\_

In what context? \_\_\_\_\_

(OVER)

Please indicate the term that best describes the applicant in relation to the following attributes. E=Exemplary; S=Satisfactory; U=Unsatisfactory; N=Needs Improvement; UK=Unknown.

	E	S	U	NI	UK
Attitude					
Attendance (please specify school or work)					
Ability to accept supervision					
Ability to follow through with commitment					
Work ethic					
Teamwork ability					
Oral Communication Skills					
Written Communication Skills					
Ability to perform hard physical labor					
Leadership skills/ability					

Would you recommend this applicant for an Intern position?

Yes \_\_\_\_\_ No \_\_\_\_\_ Why?

**Additional Comments:**